

**REQUEST FOR PERMISSION TO RE-REGISTER IN THE
FACULTY OF ARTS**

NOTE: This form is NOT applicable to students who since their last registration in Arts have: a) attended another University/College (unless on a Letter of Permission from this university), b) registered in another faculty/school at this university or c) not registered for any courses in the past 10 years. Students in these categories must reapply through the Admissions Office.

NAME: _____ **STUDENT NO.:** _____
(if your name has changed since your last registration, you must use your former name unless a Name Change has been processed through the University of Manitoba Registrar's Office.)

ADDRESS: _____ **CITY:** _____ **PROV:** _____

POSTAL CODE: _____ **PHONE #:** _____ **EMAIL:** _____

If your address has changed since your last registration, please update your account in Aurora Student.

In which Academic term did you last register/attend in the Faculty of Arts?

REGULAR SESSION: Fall (year) _____ or Winter (year) _____ or Summer Session (year) _____

Since your last registration in this Faculty, have you registered at another Post-Secondary Institution such as a University and/or a College and/or a Technical Centre and/or other post-secondary institution? Please check one of the following 3 situations applicable to you:

- 1). Yes, on an approved Letter of Permission
- 2). No, I did not attend at any other post-secondary institution
- 3). Yes, I DID attend another post-secondary institution (see next step below)

If you have checked off either Box 1 or Box 2, please indicate which academic term you want to commence your studies: Fall Term (year) _____ or Winter Term (year) _____ or Summer Term (year) _____

If you checked off Box 3, please indicate which institution you attended _____ and please indicate which course(s) and/or program you were enrolled in _____

For ALL STUDENTS: I hereby verify that the information I have provided above is true and correct.

DATE: _____ **STUDENT SIGNATURE:** _____

CAUTION: Failure to provide true, correct and complete information could result in cancellation of your registration and any subsequent registrations.

FOR OFFICE USE ONLY: ADDITIONAL COMMENTS, if any:

DATE: _____ **Dean's Representative:** _____

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University: Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of identifying you as an Arts student who has not registered in the Faculty of Arts in consecutive sessions, to establish the appropriate course of action, and, where appropriate, to record that materials have been given to you. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

INSTRUCTIONS

Request for Permission to Re-register in the Faculty of Arts

Who is to complete this form?

- Students whose last registration was in the Faculty of Arts but have not been in attendance for 12 months or longer and who have not attended any other university/college during the period of absence.
- If students' last registration in the Faculty of Arts was over 10 years ago, they must re-apply for admission through the University of Manitoba website www.umanitoba.ca/admissions/application.

Process

- Students may complete the form electronically and then submit it by **email** to the Arts General Office.
- Students may complete the form electronically then print it, or print the form and complete it by hand, and **mail** or **fax** it to the address/fax number at the top right of the form.
- Students may come to the Arts General Office and complete the form **in-person**.

What happens then?

- The request will be reviewed within 2 business days. If all is in order, students simply access Aurora Student from <http://umanitoba.ca/student/records/registration/index.html> and follow the links in order to register.
- If all is not in order, the Arts General Office will contact you by phone or email.

Important Changes:

- As of September 2016, the NEW limited access policy and revised repeat policy is in effect.
<http://umanitoba.ca/student/records/academicpolicychanges/>
- The refund policy has also changed. There are no refunds for Fall Term courses dropped after the Registration Revision deadline in September and similarly for Winter Term courses dropped after the January revision deadline.
- Students' registrations are no longer cancelled for non-payment of fees so students must withdraw from the courses as per the voluntary withdrawal deadline dates or they will be subject to substantial financial penalties.
- The academic assessment regulations have also changed. A student in the Faculty of Arts will no longer be placed on probation prior to academic suspension. If a student fails **more** than 36 credit hours 'F' grades, the new academic standing rules require students to be placed on academic suspension for one year. Please be aware that all courses with 'F' grades, even if repeated, will count towards the 'F' grades limit.